

KEEPING IN TOUCH DAYS FAQs

This document is designed to read in conjunction with the Maternity leave policy and procedures and Adoption leave policy.

References to “Statutory Pay” refer to Statutory Maternity Pay or Statutory Adoption Pay

1. What are Keeping in Touch (KIT) Days?

Up to 10 days when you can choose to attend work during your Maternity or Adoption Leave. KIT days are intended to help you keep in touch with your workplace and allow you to do some work without affecting your Statutory Pay. For example they may be used to help ease your return to work.

2. What if I have part-time jobs with both the University and another employer?

You can only use Keeping in Touch days with the employer who is paying you Statutory Pay. You cannot use KIT days for any work you do for any employer other than the employer who is paying you Statutory Pay.

3. Can I use these days at any point during my Maternity or Adoption Leave?

Yes except for the first two weeks after your baby is born in the case of Maternity Leave. You should agree the timing of these days with your line manager. KIT days will not extend the Maternity or Adoption Leave period.

(Please note that if you take annual leave before returning to work, choosing to work during that annual leave period is not a Keeping in Touch day. You should simply agree with your manager to cancel that day of annual leave.)

4. Do the days have to be taken in blocks or as individual days?

They can be taken as either.

5. Can my Line Manager ask me to come into work? If so, do I have to agree?

The University, as an employer, is allowed to make reasonable contact with you whilst you are on maternity or adoption leave, and this is considered good practice. You are not obliged to do any work or attend any work-related events during leave. If you and your line manager both agree you can work up to a total of 10 days during your leave.

6. Do I have to agree in advance my intention to come to work for Keeping in Touch Days?

No, prior to going on maternity or adoption leave you and your line manager should discuss whether you wish to consider doing any KIT days and whether your manager thinks it would be possible. This does not commit you to coming in as your circumstances may change during your leave. You will be able to agree which days you will come in at a later date.

7. If I attend work for half a day or less is this classed as one of my Keeping in Touch Days?

Yes – working any number of hours counts as a full Keeping in Touch day, however you will only receive additional pay for the actual hours you work on that day.

8. Do I have to let Human Resources / Payroll know when I come into work?

On your return to work you will need to complete a record of the dates and times that you attended work on your Keeping in Touch Days, which your line manager will authorise and send to HR Services for payment.

9. Can I attend work on more than 10 occasions?

This is possible with agreement with your line manager, however please note that once you have used up your 10 KIT days you will lose a whole week's Statutory Pay for any week in which you do

work. It is strongly recommended that you think carefully before deciding to work beyond your 10 KIT days in a week where you are due to receive Statutory Pay.

10. Will I be paid?

You may receive additional payment only for the hours that you work, which is calculated as follows:

- KIT day whilst receiving occupational maternity/adoption pay (ie. full pay) = no additional payment will be made.
- KIT day whilst receiving statutory maternity/adoption pay = the statutory rate will be topped up to your normal basic pay for the hours that you work.
- KIT day whilst on unpaid maternity/adoption leave = your normal basic pay for the hours that you work.

11. When will I be paid?

Any payment due for Keeping in Touch days will be made when you return to work following your Maternity or Adoption Leave period. You will need to complete a record of the dates and times that you attended work which your line manager will authorise and send to HR services for payment.

12. If I work any Keeping in Touch Days can I choose to claim these back as holiday at the end of my Maternity or Adoption Leave instead of being paid?

No, this is not possible.

13. Will I be placed at a disadvantage on my return if I don't come into work for a KIT day prior to the end of my Maternity or Adoption Leave?

No, staff are encouraged to make use of KIT days as a positive way to keep in contact with developments in their team and Faculty or Service and ease the transition back into work, but there is no detriment if you are unable to, or choose not to, use them.

14. What type of work will I be expected to undertake whilst in work on a Keeping in Touch Day?

You may be expected to undertake any work duties you normally perform. This may include attending a conference, undertaking training or a team event, or doing work. One purpose of these days is to allow you to be kept informed and up to date on developments within your own team, Faculty or Service or within the University.

15. Where can I find out more?

Further information on Keeping in Touch days is available at:

www.dwp.gov.uk/working-in-your-maternity-pay/